

**KENDRIYA VIDYALAYA PATAN**

**HALF YEARLY EXAM (2018-19)**

**CLASS-IV**

**MARKS-80**

**SUBJECT- COMPUTER**

**TIME: 2 HOUR 30 MINUTES**

**INVIGILATOR \_\_\_\_\_**

**EXAMINER \_\_\_\_\_**

Question -1 Fill in the blanks:

32 marks

- 1)MS PowerPoint is a/an \_\_\_\_\_ software.
- 2)The default file extension of MS PowerPoint 2007/2010/2013 is \_\_\_\_\_.
- 3) The shortcut to start slideshow from beginning is \_\_\_\_\_.
- 4) The shortcut to get out from the slideshow is \_\_\_\_\_.
- 5) An individual page in PowerPoint presentation is called a \_\_\_\_\_.
- 6) \_\_\_\_\_ and \_\_\_\_\_ are two types of primary memory.
- 7) \_\_\_\_\_ is used to change color scheme and font size
- 8) \_\_\_\_\_ and \_\_\_\_\_ are two gadgets.
- 9) \_\_\_\_\_ is an image which pops up on computer when computer is left idle for some time.
- 10) A \_\_\_\_\_ command is used to avoid repetition of commands.
- 11) The Copy command is available in the \_\_\_\_\_ menu.
- 12)The \_\_\_\_\_ command is used to reverse the previous command.
- 13) A \_\_\_\_\_ command is used to write text on the logo screen.
- 14) \_\_\_\_\_ on a word to select it.
- 15) To make changes, first \_\_\_\_\_ the text before performing any operation on it.
- 16) Blank lines can be inserted in an already existing document by pressing the \_\_\_\_\_ key.

Question- 2 DEFINE

4 MARKS

1. Insertion point \_\_\_\_\_

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2. Screen saver \_\_\_\_\_

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Question-3 Answer briefly.

6 MARKS

1. Name any two features of Ms word

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2. Name any two functions of word processor

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Question-4 State whether the following statements are ✓ or X:

10 MARKS

1. You need not save your files before closing them. \_\_\_\_\_
2. The selected character gets highlighted as white characters on a black background. \_\_\_\_\_
3. You cannot draw circles and curves using the REPEAT command. \_\_\_\_\_
4. MS Word can be used to type letters, paragraphs, etc. \_\_\_\_\_
5. A REPEAT command can be used within another REPEAT command. \_\_\_\_\_

Question -5 Tick the correct options:

8 MARKS

1. \_\_\_\_\_ is used to perform common tasks, such as changing the appearance of files and folders.  
a) Toolbar      b) Desktop      c) Program      d) Folders
2. A \_\_\_\_\_ is a collection of related information.  
a) Folder      b) File      c) Bag      d) Book
3. \_\_\_\_\_ undoes the last action.  
a) Ctrl + Y      b) Ctrl + Z      c) Ctrl + F4      d) Ctrl + O
4. Restore option restores the deleted items from \_\_\_\_\_ to its original location.  
a) My Computer      b) My Document      c) Recycle bin      d) Control Panel

Question-6 Write the shortcut keys for the following tasks:

10 MARKS

1. \_\_\_\_\_ Copy the items to the clipboard.
2. \_\_\_\_\_ Renames the selected item.
3. \_\_\_\_\_ Displays the open dialog box for opening the saved file.
4. \_\_\_\_\_ Undoes the last action.
5. \_\_\_\_\_ Paste the copied item or items from the clipboard.

Q.8 Answer the following questions.

10 MARKS

1. What is PowerPoint?

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2. How can we start PowerPoint program?

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3. Which are the components of Ribbons?

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4. How can we create a new slide in MS PowerPoint?

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5. How can we change fonts in MS PowerPoint?

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